

MD (3)

Via : Chief/General Services (Attn:
AD/CD
Chief, MD/CD

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OCD Plans for Microfilming Library Documents

(1) On 28 November, 1951, OCD stated to the Project Review Committee that the CIA Library proposes to microfilm all intelligence documents as they are received. This microfilm will be available at all times for viewing by analysts, and for reproduction in those cases when the analyst requires a retention copy of a document.

(2) Implementation of the above will be carried out in the following manner:

a. All documents received by the Library will be filmed on 16mm film. (This filming will be done in fairly short strips in order to facilitate rapid development of the film and its inspection.)

b. The film will be developed on the spot.

c. Film will be immediately inspected. (Documents of poor legibility will be retyped and then filmed in order to guarantee good results. It will be necessary to inspect the film as rapidly as possible in order that documents which have not yielded good results may immediately be retrieved for refilming.)

d. Two copies will be made of each reel of film.

e. The master reels will be filed in OCD. (These reels will be kept in reel number sequence and an index will be established for these reels.)

f. The microfilm for each document will be inserted in a film sort card which will bear that document's number, and all such cards will be maintained in a file established in document number sequence. (This will be done with both copies of the original microfilm. One set of cards will be maintained in OCD; the second set will be sent to the vital documents repository.)

g. Upon request, film sort cards will be withdrawn from the file for one of two purposes as the case may be. One purpose will be for viewing on a reader; the other will be to produce prints. (OCD has a project underway calling for the development of a phototherm enlarging printer. This device when perfected will permit enlargements to be made on paper from microfilm without the use of conventional printing processes and chemicals. OCD is also consulting with the Eastman Kodak Company for the purpose of determining what rapid semiconventional processes for producing prints might be made available to us by this company.)

h. Prints will be passed on to the requesters and the film sort cards will be returned to file for future use.

(3) It should seem fairly apparent that the above outlined procedure should be effective since it solves the tremendous problem with which we have been faced for several years of providing research analysts with documentary material as rapidly as possible and with full coverage.

(4) It is contemplated that the Ozaphane facilities of General Services, Printing and Reproduction Division, will be called upon to produce two copies of the material thus processed each day by OCD. The daily take will result in approximately two reels of 16mm film per day.



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